AVAILABLE INFORMATION REGARDING
OWNER’S SYSTEM OFFICE ACCESS

1.01 LOCATION

A. The Office of Facilities Development (OFD) physical and mailing address at the Tennessee Board of Regents (TBR) system office is:

Tennessee Board of Regents
Office of Facilities Development
Suite 664
Genesco Park Administration Building
1415 Murfreesboro Road
Nashville, Tennessee 37217-2833

B. The general contact phone number for TBR OFD is 615-366-4431.

1.02 ACCESS TO TBR SYSTEM OFFICE

A. Meetings related to OFD projects may occur on-site or elsewhere at the involved institution, the designer’s or contractor’s office, or the TBR system office, as befits the needs of those organizing the meeting. Public bid openings are considered meetings.

B. The Genesco Park Administration Building is in general an ADA compliant accessible building.

C. Anyone who wishes to enter the TBR System Office, whether to attend a meeting or deliver a bid or proposal or any other purpose, should contact one of the staff members shown below, or the staff member specifically hosting the meeting if known, and make known their intent to enter. Contact may be made in person, by writing, by email, by telephone, or otherwise, and should be received no later than 4:30pm on the third TBR business day prior to the arrival, unless specifically announced otherwise.

For meetings related to bid or proposal solicitations, as back-up to Ms. Froggatt, either:

Rilla Froggatt 615-366-3908 rilla.froggatt@tbr.edu
Cindy Potts 615-366-4431 cindy.potts@tbr.edu
Tammy Ray 615-366-4493 tammy.ray@tbr.edu

D. Anyone with a disability, when making their intent to attend a meeting known, per C above, should also at that time request services needed to facilitate attendance. TBR staff responding to such requests will obtain specific information and coordinate accommodations with building management personnel, and then advise the person who made the request.

E. Persons who have made their intent to attend known as described above will normally find that building security officers will have a list of names, and will take a brief time to check them in, assign them a building visitor identification badge, and expect its return upon departure. Other persons might find that building security officers will require significant time to check with TBR and determine whether entry will be allowed.

END OF SECTION